

USMEPCOM 700-3

From: Lt Col A. Waddelow
To: irm-srv2.distrib, irm-srv1.directorates, ddn.ELM-M...
Date: 10/31/97 11:45am
Subject: Msg IMC 2 to USMEPCOM Reg 700-3

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IMC 2 to USMEPCOM Regulation 700-3, 31 October 1997

From MRM-LO

Subj Materiel Management and Supply Operations

To HQ USMEPCOM Directorates & Special Staff Officers
All Sector and MEPS Commanders

1. As a result of a recent DOD Hotline inquiry, it was ascertained that there was no command policy regarding the security requirements for serviceable/ unserviceable property, regardless of accounting requirement code, prior to turn-in to appropriate Government source. This information requires an immediate change to USMEPCOM Regulation 700-3.
2. Please have all holders of this regulation replace pages 3-3 and 3-4 with the enclosed.
3. POC is Kim Collins, (708) 688-3680 extension 7380, MRM-LO, e-mail "kcollin," fax (708) 688-5473.

cc: MEPCOM-1.hqc-post.SWIDERM

(5) Department of Defense (DD) Form 1348-6 (NON-NSN Requisition) -To request nonstandard commercial materials not available in the Army supply system.

(6) I.M.P.A.C. Cardholder Quotation Record -To request credit card quotations and receiving report for credit card purchases.

c. The above forms and the I.M.P.A.C. should be acceptable to non-Army supply support activities. However, in cases where these forms are not acceptable, other forms as prescribed by the supply support activity may be used to continue operation.

d. Those USMEPCOM activities receiving supply support from Army installations that operate under the Standard Army Intermediate Level Supply System must comply with the requirements prescribed by the users manual provided by the supporting installation. This manual contains detailed instructions and activities must ensure a copy of the users manual is available for use by supply personnel.

e. Accounting processing code (APC) for USMEPCOM activities are assigned by HQ USMEPCOM, Resource Management Directorate, Financial Management Division (MRM-FM). The supply technician will coordinate each requisition with the activity SGS or BAA to assign the applicable asset/object class code. This code will be entered as the fifth position to the APC in block L of DA Forms 2765 and 2765-1, or in block 10 of DD Form 1348-6.

f. Requisition follow up action, when required, will be initiated IAW training binder, chapter 5.

3-4. Use of GSA and Defense Personnel Support Center (CPSC) supply sources

USMEPCOM activities may submit requests to GSA or DPSC supply sources. DPSC will be used only for requisitioning of authorized flags (see MEAD, table 7 and appendix C) and insignia items (distinctive shoulder sleeve insignia and grade insignia for enlisted personnel) (see MEAD, table 6).

3-5. Property turn-in procedures

a. Disposition instructions for serviceable property will be provided by HQ USMEPCOM (see para 3-6 for reporting procedures). USMEPCOM activities, when directed to turn-in serviceable property to the Government support activity, will take the following action:

(1) Document each turn-in on a DA Form 2765-1, DA Form 3161, or DD Form 1348-1 (DOD Single Line Item Release/Receipt Item) as applicable, or as directed by the Government support activity.

(2) Physically turn-in property to the Government Support Activity or Defense Reutilization and Marketing Office (DRMO) responsible for providing support.

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b. Property which has been classified unserviceable/uneconomically repairable by the supporting maintenance activity (except IMPE), may be turned-in directly to the Government support activity or to the nearest Defense Reutilization and Marketing Office (DRMO). Property scheduled for turn-in to the DRMO should be coordinated with the Government support activity. The turn-in transaction will be documented on applicable form as prescribed a(1) above, or as directed by the property disposal activity.

c. Flags, which become unserviceable, will be disposed of by destruction (preferably by burning) in accordance with training binder, chapter 3. A certificate of destruction will be prepared and signed by the activity commander. This document will be assigned a nonexpendable document number and will be used to make necessary Unit Level Logistics System-S4 (ULLS-S4) adjustments. (Coordination can be made with the American Legion or the Veterans of Foreign Wars, which conduct flag destructions ceremonies).

d. Serviceable and unserviceable IMPE will be disposed of in accordance with specific instructions provided by HQ USMEPCOM, on a case-by-case basis. Requests for disposition will be in accordance with paragraph 3-7c(1).

e. Serviceable/unserviceable equipment/property awaiting turn-in, will be stored in a secure area at all times and under the operational control of the PBO/supply technician. All supervisors, managers, and section chiefs are responsible for equipment until turned in properly to the PBO/supply technician.

3-6. Equipment in excess of authorized and required allowances

a. When serviceable economically repairable unserviceable excess equipment is on hand (except IMPE and organic vehicles), either disposition instructions will be requested or, if the equipment is required to support the assigned mission, a request for equipment authorization IAW paragraph 2-4 will be submitted.

b. Serviceable and economically repairable excess property will be reported promptly to the HQ USMEPCOM, MRM-LO, for redistribution and disposition instructions IAW figure 3-1. HQ USMEPCOM, MRM-LO, is responsible for reviewing excess property and directing cross-leveling within the command when economically feasible.

c. HQ USMEPCOM, MRM-LO, will advertise the availability of excess property to all USMEPCOM activities. USMEPCOM activities must review the excess list and determine if a need exists (a valid authorization/authority (i.e., TDA, CTA, or MEAD) must exist). USMEPCOM activities will notify MRM-LO and request the item(s). USMEPCOM activities holding reported excess will be notified by separate correspondence as to disposition.

(1) Excess IMPE regardless of serviceability will be promptly reported to HQ USMEPCOM, MRM-LO. IMPE will not be transferred, turned-in, or cannibalized for spare parts without specific written authorization through HQ USMEPCOM from DARIC. See figure 3-1 for sample request for disposition of IMPE.

(2) An attempt to donate excess serviceable IMPE to an accredited school through the School Donation Program should be accomplished prior to reporting the excess equipment to HQ USMEPCOM, MRM-LO. School officials